

Stormwater Management Program Annual report
Six Minimum Measures Section

March 10, 2003 – March 9, 2004

Municipality Name Town of Kent SPDES Number NYR20A346

MINIMUM MEASURE 1: Public Education and Outreach in Stormwater Impacts

A. Narrative Overview:

The Town of Kent is required to implement a public education program to distribute educational materials to the community, or to conduct equivalent outreach activities about the impacts of stormwater discharges on waterbodies and the steps that the public can take to reduce pollutants in stormwater runoff. Implementation will include at a minimum the formation of cost-effective partnerships (governmental, environmental, civic, and industrial) that rely on existing programs and the use of educational materials and strategies relevant to local situations and issues that promote maximum coverage, and reach diverse audiences.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
TECHNIQUES			
Gather existing brochures, fact sheets, posters and other available materials from regional sources including Putnam County Soil and Water Conservation District, Cornell Cooperative Extension, New York City Department of Environmental Protection, New York State Department of Environmental Conservation and regional planning groups. This data shall target proper lawn and garden care, pet waste management, and proper disposal of household wastes.	X		<p>The Town of Kent has gathered existing materials from several sources regarding stormwater quality-related topics. The materials have been organized and are available to the public through the Town Clerk.</p> <p>Create a webpage for stormwater management on the Town website including listing of available education materials, and notice of upcoming regional presentations and related stormwater management events.</p> <p>Mail a pamphlet on disposal of household wastes to all households in Lake Carmel Sanitation District (approximately 2,800 households).</p> <p>Print two brochures on a specific stormwater management practice. Make the brochures available at Town Hall, Highway Department, Police Department, Fire Departments, Library, and Community Center.</p> <p>Develop a collection of educational stormwater management materials. Organize the materials in a designated location in Town Hall which is available to Town staff and the public.</p>

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	YES	NO	
Schedule and conduct yearly public educational meetings. Each year concentrate on a different management practice targeted to pollutants of concern.	X		A seminar titled “Green Lawns, Clean Water: How to Find the Right Balance” was held on October 15, 2003, providing information about stormwater, lawn care and how both affect our lakes and drinking water.
Seek a formal agreement with Putnam County to assist and facilitate the Public Education and Outreach Programs.	X		Continue to schedule and conduct yearly public educational meetings. Each year concentrate on a different management practice targeted to pollutants of concern.
Review initial Stormwater Management Program (SWMP) for MS4s discharging into the Town’s MS4.	X		Follow up with Putnam County to formalize a municipal agreement.
Seek formal agreements with adjacent MS4s where coordinated or delegated efforts provide a more effective SWMP.	X		Initial SWMP’s and/or NOI’s were obtained and reviewed for the following MS4’s: (T) of Carmel, (T) of Putnam Valley, (T) of East Fishkill, (T) of Patterson, (T) of Southeast, (T) of Philipstown, NYSDOT, and County of Putnam.
			Discussions have been conducted with some adjacent MS4’s regarding coordination and delegation of tasks. No formal agreements have been made to date.
			Seek formal agreements with adjacent MS4s where coordinated or delegated efforts provide a more effective SWMP.

MINIMUM MEASURE 2: Public Involvement/Participation

A. Narrative Overview:

Regulated municipalities are required to comply with state, tribal, and local public notice requirements, when implementing a public involvement/participation program. Implementation will include at a minimum soliciting broad public support of the SWMP, use of citizen volunteers, and coordination with other community and government programs to promote economies of scale.

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	YES	NO	
TECHNIQUES			
Provide public notice by way of announcements at televised Town Board meetings, for key events and upcoming Stormwater Committee meetings.	X		The Kent Town Board has provided public notice prior to each stormwater committee meeting, and the Town has recently started televising the Town Board and Planning Board meetings.
Continue to provide public notice by way of announcements at televised Town Board meetings, for key events and upcoming stormwater meetings.			
Provide public notice for all Town SWMP related public hearings by posting notice in official Town newspaper and post notice at Town Hall.	X		Public notice was provided for the SWMP public hearing by publishing the notice in the official Town newspaper (The Putnam County Press) and by posting notice at the Town Hall.
Continue to provide public notice for all Town SWMP related public hearings by posting notice in official Town newspaper and post notice at Town Hall.			

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	YES	NO	
Provide full access to the public to review and request copies of all information collected and developed as part of the Town SWMP.	X		The Town of Kent's initial stormwater management program draft report, as well as all materials gathered regarding stormwater quality related topics is available to the public at the Town Clerk's office.
Continue to provide full access to the public to review and request copies of all information collected and developed as part of the Town SWMP.			
Hold public hearing on Town's initial SWMP.	X		A public hearing was held by the Kent Town Board on September 22, 2003.
Hold public hearing on 1 st Annual Report on May 24, 2004.			
Define the role of the recently created Stormwater Committee with respect to the Town SWMP.	X		The Town of Kent Stormwater Committee's Mission Statement is provided in Section 2.1.
Organize and conduct two yearly local Town waterbody cleanup events utilizing volunteers.	X		Volunteers were organized and participated in a clean up with Putnam County, and again with the Lake Carmel Parks Department for cleanup around Lake Carmel.
Organize and conduct two yearly local Town waterbody cleanup events utilizing volunteers.			
Utilize the Stormwater Committee monthly meetings as a public forum to facilitate the Town SWMP.	X		The stormwater committee meetings are open to the public and has been instrumental in administering, implementing and tracking the Town's SWMP.
Continue to utilize the Stormwater Committee monthly meetings as a public forum to facilitate the Town SWMP.			

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
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	YES	NO	
Identify Town stormwater contact person.	X		
Identify key contact person from each lake committee in Town to coordinate and publicize lake community public participation events.	X		<p>The list of key contact people from each Lake Committee in Town has not been finalized.</p> <p>Finalize the list of key contact people from each Lake Committee.</p> <p>Develop a mailing list of key contact people from each in Town lake committee for distribution of Town SWMP information.</p>

MINIMUM MEASURE 3: Illicit Discharge Detection and Elimination

A. Narrative Overview:

Regulated municipalities are required to develop, implement, and enforce a program to detect and eliminate illicit discharges into “small” MS4s (i.e., any discharge to an MS4 that is not composed entirely of stormwater with some exceptions, such as discharges from SPDES-permitted industrial sources and fire fighting activities). Implementation will include at a minimum:

- Creation of stormwater system maps to demonstrate a basic awareness of intake and discharge points of the systems.
- Attainment of the necessary authority to establish and enforce an ordinance, or other regulatory mechanism prohibiting illicit discharges.
- Developing a plan to detect and address illicit discharges.
- Reaching out to public employees, businesses, property owners, the general community, and elected officials regarding ways to detect and eliminate illicit discharges.

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	YES	NO	
ACTIVITIES			
Prepare an initial map of the stormwater discharges within the automatically designated areas of the Town. This map will include discharges of other MS4's entering the Town's MS4 within the mapped area.	X		<p>Waterbodies within the automatically designated areas have been mapped as part of the initial SWMP. Lake Carmel is the largest waterbody in the Town of Kent. The perimeter of Lake Carmel was examined for point discharges. 77 direct discharges into Lake Carmel were noted.</p> <p>Map the 77 direct discharges into Lake Carmel.</p> <p>Expand the stormwater map to include the stormwater discharges within the additionally designated areas (NYCDEP watershed) of the Town.</p>

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
Obtain and review model ordinances addressing illicit discharges into the stormwater system. Also review regulations of Putnam County Department of Health (PCDOH) relative to illicit discharges.	X		<p>A model Illicit Discharge and Connection Stormwater Ordinance was obtained from the USEPA and reviewed. The Putnam County Sanitary Code was reviewed relative to illicit discharges. Article III, Section 4 prohibits atmospheric discharge, surface discharge, discharge into any storm sewer or drain, or endangerment of any watercourse or waterbody by sewage or other deleterious liquid or matter.</p> <p>Prepare and adopt an ordinance addressing illicit discharges into the stormwater system.</p> <p>Develop Town reporting policy for the public to report illicit discharges including failing septic systems, and coordinate investigation/correction with PCDOH.</p>
Conduct initial training for Town employees (Highway Department, Fire Departments, and Building Department) regarding illicit discharges into the stormwater system.	X		<p>The Town of Kent Highway Superintendent has conducted an initial training of Highway Department employees regarding illicit discharges into any stormwater system. The Highway Department employees now look for illicit discharges throughout their daily operations.</p> <p>Conduct training for Town employees following the adoption of an ordinance addressing illicit discharges.</p>
			Review and assess first quartile of the Town MS4 for illicit discharges.
			Identify source and eliminate all illicit discharges identified.

MINIMUM MEASURE 4: Construction Site Stormwater Runoff Control

A. Narrative Overview:

Regulated municipalities are required to develop, implement, and enforce a program to reduce pollutants in stormwater runoff to “small” MS4s from construction activities that result in land disturbance of greater than or equal to one acre. Implementation will include at a minimum:

- Creating an ordinance or other regulatory mechanism to require erosion and sediment controls (E&SC), as well as sanctions to promote compliance.
- Creating procedures for municipal site plan review that incorporate consideration of potential water quality impacts
- Creating procedures for receipt and consideration of information submitted by the public.
- Creating procedures for site inspection and enforcement of control measures.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
REQUIREMENTS			
Obtain and review model ordinances and draft amendments to existing Erosion Control Ordinance to be consistent with Stormwater General Permit No. GP-02-01.	X		The NYS model Erosion and Sediment Control Ordinance was obtained from the <i>NY Standards and Specifications for Erosion and Sediment Control</i> and reviewed/compared to the Town’s existing erosion control law. Adopt amendments to existing Erosion Control Ordinance.

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	YES	NO	
Draft amendments to Site Plan and Subdivision regulations to appropriately coordinate stormwater management requirements with the amended Erosion Control Ordinance.	X		The Town of Kent has in place an erosion control law which is required for any site plan or subdivision. The Town will consider additional amendments to their regulations.
Amended Erosion Control Ordinance shall define Town site inspection and enforcement authority.	X		Amended Erosion Control Ordinance shall include a requirement for the opportunity for public comment on construction plans.
			Adopt Ordinance which defines the Town's site inspection and enforcement authority.
			Adopt amendments to Site Plan and Subdivision regulations.
			Amended Erosion Control Ordinance shall include requirements for projects to establish an overall construction site waste management plan.
			Establish and implement procedures for site inspections relative to project stormwater management.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
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	YES	NO	
			Develop information pamphlet addressing construction site stormwater runoff control for construction site operators.
			Distribute information pamphlet addressing construction site stormwater runoff control for construction sites with all building permits and site construction permits.

MINIMUM MEASURE 5: Post-Construction Stormwater Management

A. Narrative Overview:

Regulated municipalities are required to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre. Implementation will include at a minimum:

- Constructing community/site appropriate structural BMPs.
- Implementing community/site appropriate non-structural BMPs.
- Creating an ordinance or other regulatory mechanism to address post-construction runoff from development and redevelopment projects.
- Creating procedures for addressing long-term operation and maintenance of BMPs.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		Describe SWMP activities that are planned for the next year and changes to selected management practices/measurable goals .
	YES	NO	
REQUIREMENTS			
Prepare preliminary inventory of water quality problem areas and pollutants of concern within the regulated MS4.	X		Develop strategies and prioritize structural and non-structural management practices to address Town MS4 water quality problems.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
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	YES	NO	
Identify stormwater discharges contributing to water quality problem areas within the Town's regulated MS4.	X		<p>Lake Carmel is the largest waterbody in the Town of Kent. The perimeter of Lake Carmel was examined for point discharges. 77 direct discharges into Lake Carmel were noted, including their location and pipe size. Specific water quality problem areas that have been identified as discharging to Lake Carmel are as follows:</p> <p>Barrett Hill Road North Lake Carmel (Beekman Drive) North Lake Carmel (Homestead Road) North Lake Carmel (Putnam Drive) Cottage Road Terry Hill Road Haviland Road</p> <p>Specific water quality problem areas which discharge to the Middle Branch Croton River (which discharges to Lake Carmel) are as follows:</p> <p>Longfellow Drive Concord Road to NYS Route 311 Montrose Drive</p> <p>More detailed investigation shall be performed in these areas. In order to determine the source of pollution, and make future investments in solving these problems.</p>

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	YES	NO	
Obtain and review model ordinance and develop draft ordinance to regulate post-construction runoff from development.	X		Adopt ordinance to regulate post-construction runoff from development contributing to the Town's MS4.
Develop management practice inspection and maintenance program for the Town's MS4.	X		Implement management practice inspection and maintenance program for the Town's MS4.

MINIMUM MEASURE 6: Pollution Prevention/Good Housekeeping

A. Narrative Overview:

Regulated municipalities are required to develop, and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Implementation should include a combination of the following BMPs:

- Performing regular maintenance activities
- Compiling maintenance schedules.
- Performing long-term inspection procedures for structural and non-structural controls.
- Introducing controls for reducing or eliminating discharge of pollutants from areas such as roads, maintenance and storage yards, waste transfer stations, and municipal parking lots.
- Creating procedures for proper disposal of waste (i.e., dredge spoil, accumulated sediments, floatables, and other debris).
- Creating provisions to assess water quality impacts from new flood management projects.

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	YES	NO	
REQUIREMENTS			
Prepare preliminary inventory of Town operations contributing to water quality problems and pollutants of concern.	X		A preliminary inventory of Town operations contributing to water quality problems and pollutants of concern is provided in Section 2.3. Identify appropriate Best Management Practices (BMPs) to address Town operations contributing to water quality problems and pollutants of concern. The following management practices should be addressed: street cleaning, catch basin and storm drain system cleaning, hazardous and waste materials management, landscaping and lawn care, road salt storage, roadway maintenance, and Town owned septic system management.

B. Implementation of Best Management Practices			C. Activities Planned for Upcoming Year
Type in the management practices selected in your NOI and any additional ones that you worked on.	Any done in the past year?		If YES, describe what measurable goals that were achieved and other accomplishments. If NO, and the item was checked off on your NOI, describe why the task was not accomplished and, if still a measurable goal, list in column C.
	YES	NO	
			Based on identified Town operations contributing to water quality problems, pollutants of concern, and selected BMPs, conduct Town employee pollution prevention training.